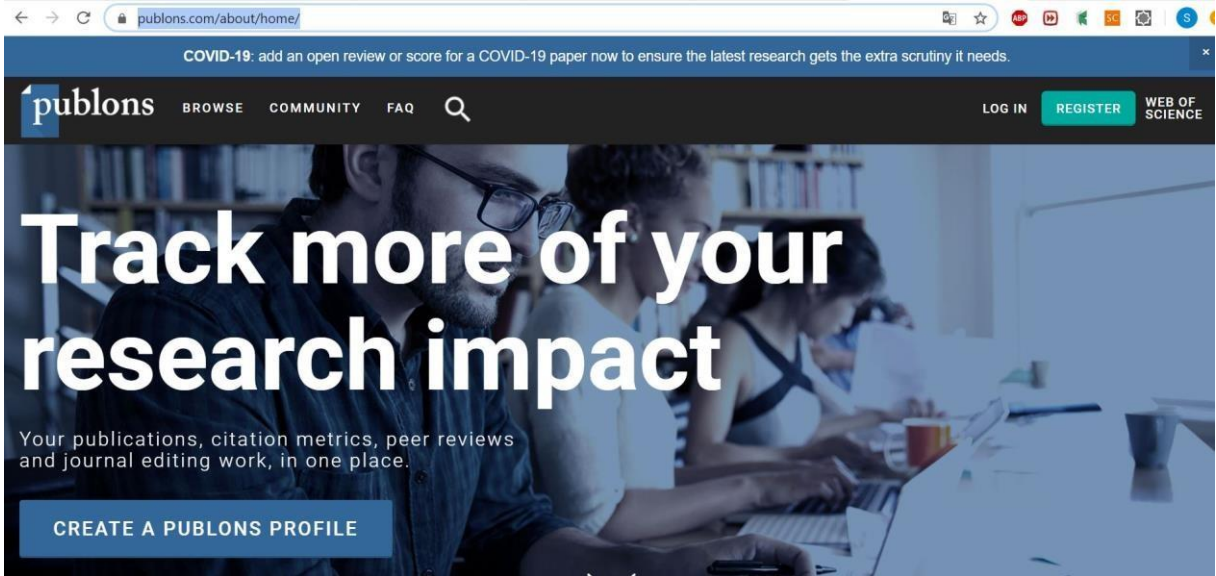# PUBLONS (RESEARCHER ID) GUIDE

This guide is prepared to help those who do not have a PUBLONS account, to create their accounts; and for those who do have an account, to update their profiles. In this guide, there are summarized 5 steps as 3 steps are to create accounts and the remaining 2 steps are to update profiles.
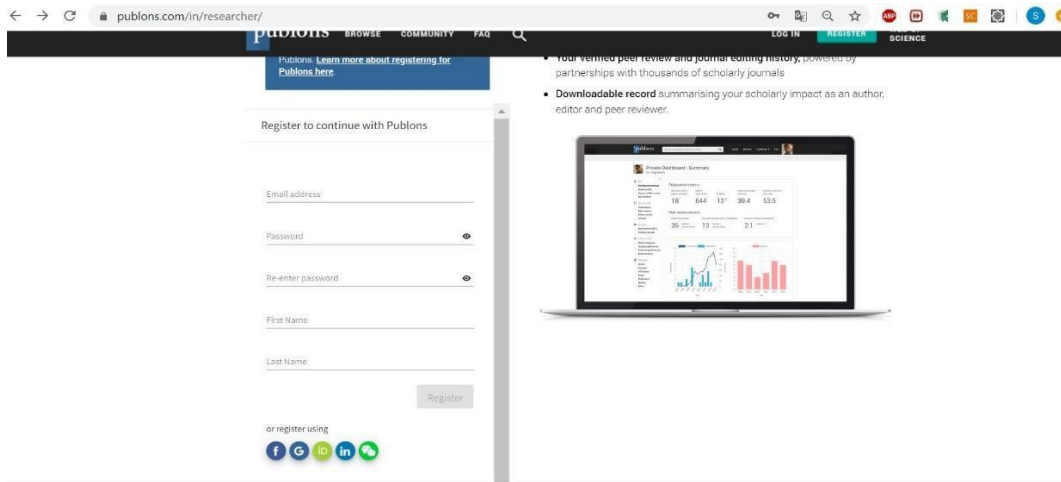
PART 1: CREATING AN ACCOUNT

Step 1: You will view the homepage on https://publons.com/about/home/ :

Step 2: Click on **"CREATE A PUBLONS PROFILE"** button then you will view the registration page. Those who already have a ResearcherID, Web of Science or an EndNote account can **"LOG IN"** with their e-mail address and password those are used for aforementioned platforms. Those who did not have an account on any of these platforms before should click **"REGISTER"**.
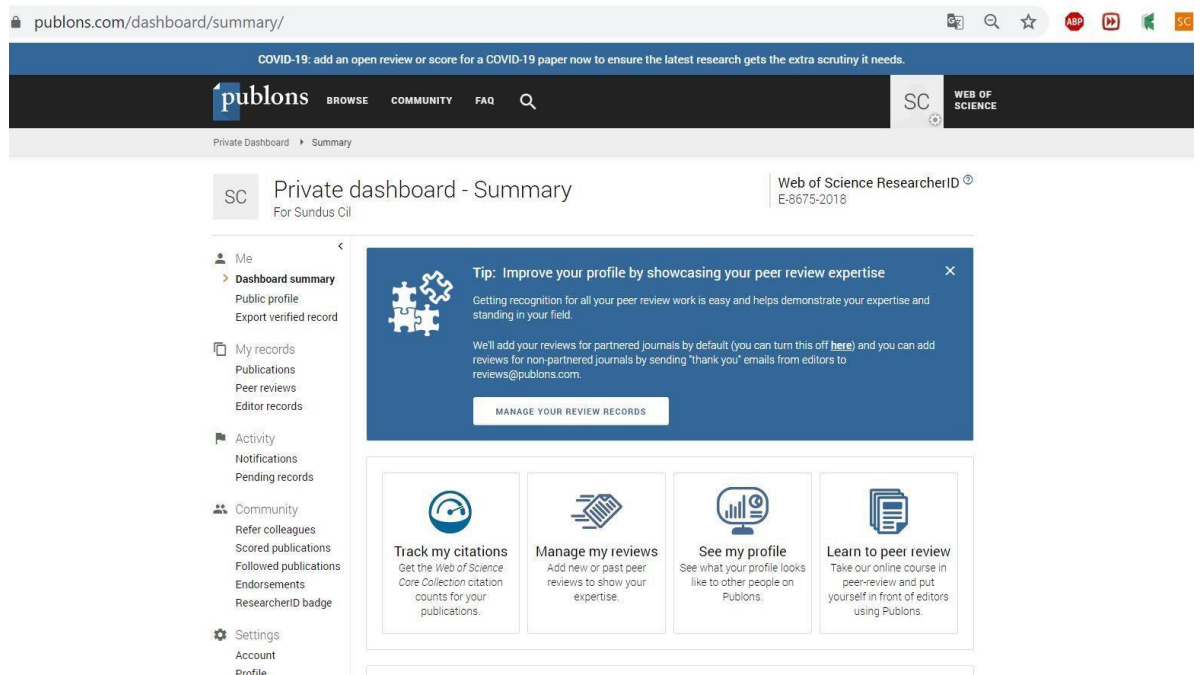
We recommend you to register with your institutional e-mail address.

Step 3: Type all the necessary information in the registration form on the **"REGISTER"** page. Then, click on the **"Register"** button. You will receive an e-mail for identity validation afterward. As you complete this step you are able to login with your e-mail and the password that you have created when filling the form.
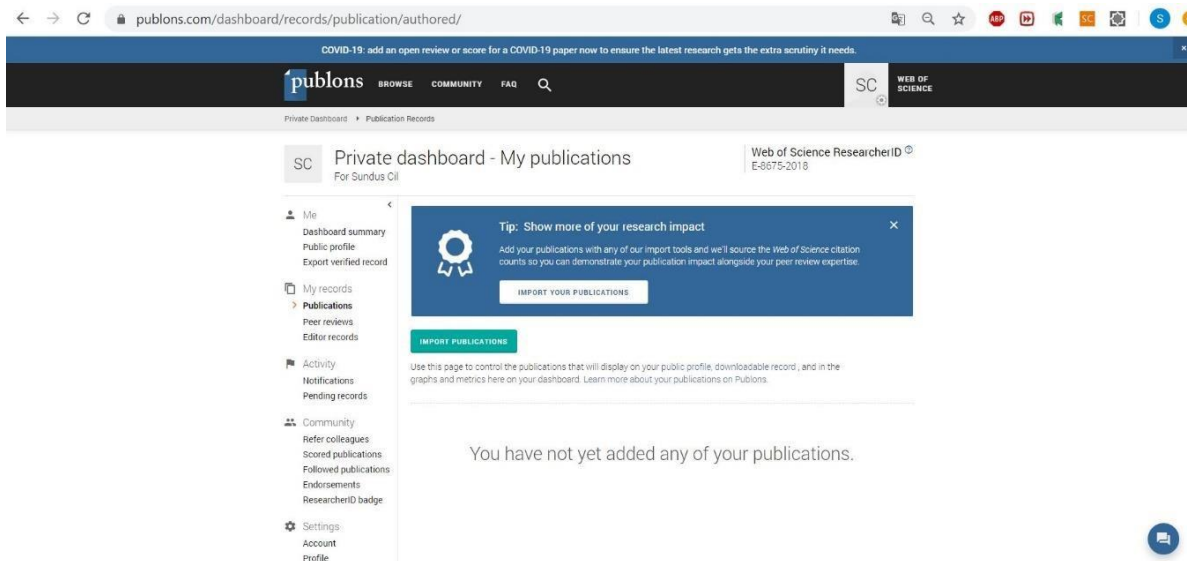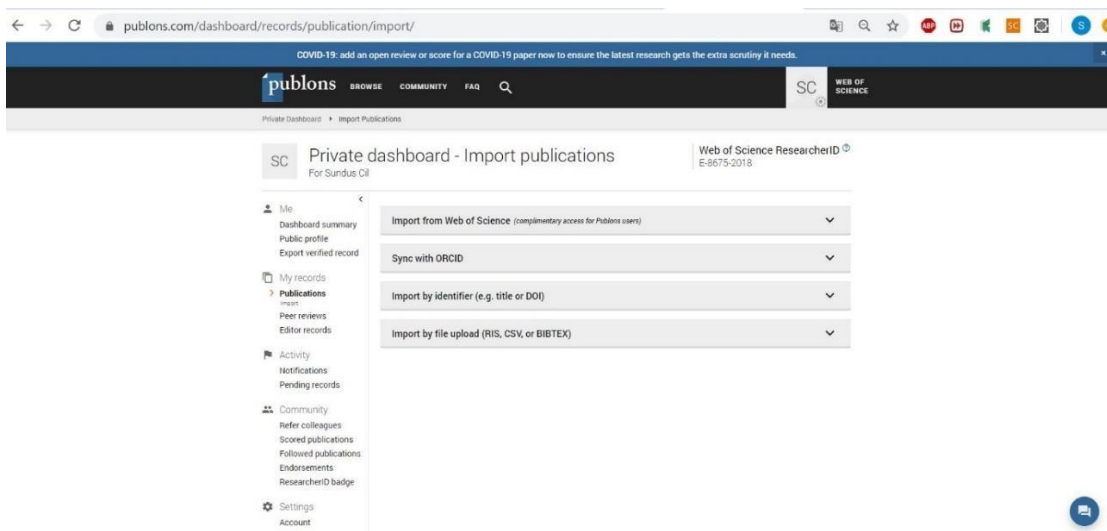

PART 2: UPDATING YOUR PROFILE

Step 1: If you already have an account or it is just created you can login to your Publons account with your e-mail and the password you created. After logging into the account, the page below will appear. You will find the section on the left side of the page in order to update your profile:

It is important for your visibility to complete all the missing information in this section. Click on **"Publications"** (under the title **"My records"**). Then, you will be directed to a page to record the information of your publications. Click on the **"IMPORT PUBLICATIONS"** button.

Step 2: Publication info adding options appeared. You can add the information of your publications on your profile, in the easiest way you prefer.
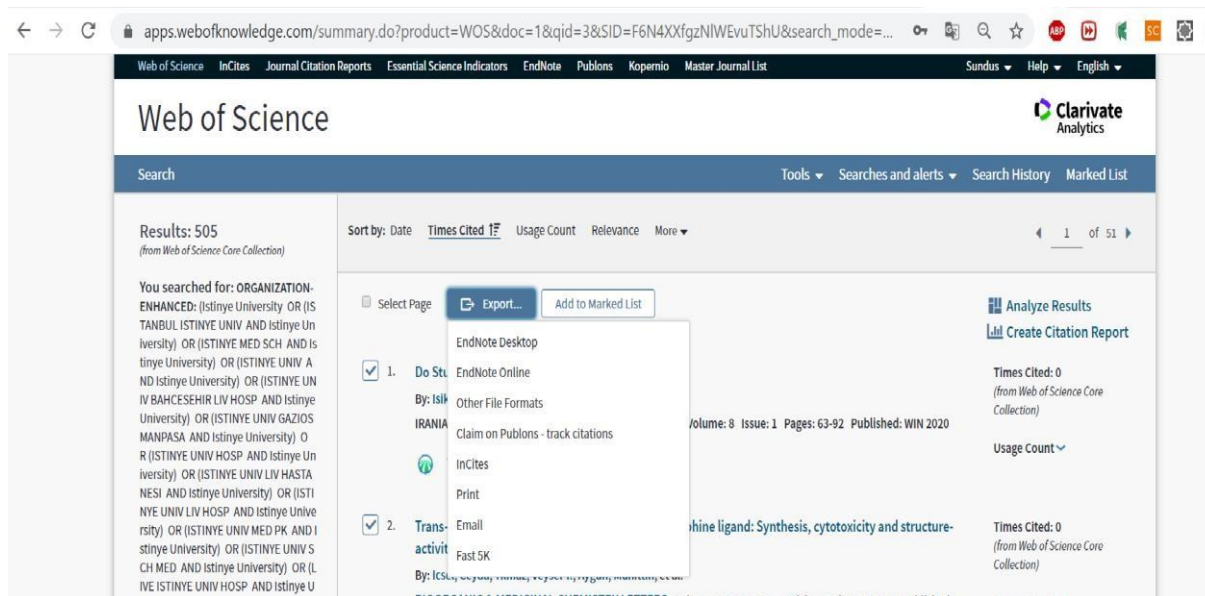

Option 1: You can automatically record the information of your publications those are matching to your e-mail address with the option **"Import from Web of Science"**. If you have other e-mail addresses that you use in your publications, you can add it to your profile optionally. Then, you will easily add the information of your publications on your profile.

Option 2: You can synchronize your profiles and transfer the information of your publications in your ORCID profile to Publons with **"SYNC with ORCID"** method.

Option 3: You can update your profile by recording the DOI number or title of the publication that you want to add with **"Import by identifier"**.

Option 4: You can transfer a file saved in the specified formats by selecting it from the computer with **"Import by file upload (RIS, CSV, BIBTEX)"**.

Additionally, if you mark your publications on the Web of Science, click on **"Export"**, and choose **"Claim on Publons - track citations"** then the info of the publications you choose will be transferred to your Publons profile.

If you need support you can contact us by e-mail: kutuphane@istinye.edu.tr and via WhatsApp: +90 539 215 6046.

Directorate for Information Resources / Library